

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF STATE A/CDC/MR 106

REVIEWED BY WC N/310 DATE 7/28/77

EXT. DATE 7/28/77

DATE: July 8, 1977

TO : D/HA/EX - Mr. Chauncey L. Morse
D/HA/EX - Mr. Earl L. Johnson
Thru : D/HA/EX - Mr. E. Avery Adams, Jr.
FROM : D/HA - Patt Derian *W. PD*

SUBJECT: Different Basic Workweek - Message Center

Ref : 3 FAM 1413.1

Effective July 11, 1977, the D/HA Message Center (File Room) will observe a workday beginning at 7:45 a.m. and ending at 5:30 p.m., Monday through Friday. One Message Center staff member will be on duty at all times during this period through adjustments to regular non-overtime tours of duty which cannot exceed 8 hours.

There may be an "early" tour of duty for one member beginning at 7:45 a.m. and ending at 4:30 p.m. broken by a lunch period, and a "late" tour of duty for the other member -- one beginning at 8:45 a.m. and ending at 5:30 p.m. including a lunch period. There may be any combinations of hours worked provided there is full coverage and that no regular workday exceeds 8 hours for either member of the Message Center. In cases of leave, absences due to illnesses, jury duty, etc., coverage of the Message Center will require overtime payments/compensatory time off, as appropriate for the staff member on duty. Any weekend or other duty outside of regular duty hours will be similarly compensable.

The different basic workweek follows my determination that telegraphic and non-telegraphic traffic and other communications on the official concerns of D/HA should be received, sorted and distributed to ACTION and other offices at the beginning of the official workday. Timely review of official traffic assists in my preparation for early morning meetings with the Secretary, the Deputy Secretary, and other Department Principals.

For both record and time-keeping purposes, please advise the Executive Director and obtain his agreement on tours of duty chosen.



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